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| **INTERNSHIP:** | **Information Technology (IT) Intern** |
| **DEPARTMENT:** | Information Technology |
| **SUPERVISOR:** | Cris Spacca, Tessitura & IT Support |
| **INTERN SCHEDULE:** | June 10 – August 16; 16 hours/wk; <u>Wednesday + 1 additional weekday (either Tuesday or Thursday)</u> <br> Orientation: May 30, 2024 <br> PD Session 1: June 5, 2024 |
| **TYPE:** | In-Person |
| **COMPENSATION:** | $2,700 or School credit |
| **APPLICATION DUE:** | **5:00pm PT, May 3, 2024** |

**Internship Overview:**

Center Theatre Group's Information Technology (IT) department is responsible for maintenance of all hardware and software systems within the organization. The department is charged with a wide variety of areas that keep the company running efficiently and effectively including providing end-user support, granting access to various information systems, and increasing productivity through technology.

The Information Technology Intern will learn the different areas that fall under the Information Technology department and will have an opportunity to learn how to manage IT assets over the network using various tools, gain hands-on experience with programs and software such as VISIO, Zoom, Microsoft and ZenDesk. Skills gained from this internship can be used in any transferable industry.

**Primary Projects & Learning Objectives:**

- Commit consistently to a 10-week Internship for 16 hours per week; meet regularly with supervisor.
- Develop a dynamic facilities map of IT resources using the VISIO program. This project will include the following learning objectives:
  - Learn and understand the use of the VISIO application
  - Identify the different hardware and materials housed in the IT department
  - Conduct interviews with key staff to identify the potential uses and functionality of the map
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

**Requirements and Desired Qualities:**
Must be a current undergraduate student or have graduated within a year from the application date. The applicant should be self-motivated and detail-oriented. Must have strong understanding of the Windows 10/11 Operating System (OS). Applicant with one semester of a Computer Science course is preferred. Applicant should have a genuine interest in technology and information systems. Someone who has an appreciation for its application within theatres and/or the nonprofit sector is a plus. Please review the online application instructions and the CTG Internship Application PDF for additional requirements. APPLICANT MUST HAVE RELIABLE TRANSPORTATION.

**Compensation:**
Internship is either compensated with a stipend or taken for course credit from a college or university. Please indicate your preference on the CTG Internship Application. Parking or a Metro pass will be provided for all interns. This internship does not include medical benefits. Intern will have access to staff complimentary tickets to shows at the three theatres as they are available.

**To Apply:**
Applicants must submit the following as attachments in an email:
1. Standard CTG Internship Application, available via www.CenterTheatreGroup.org/Internships
2. PDF resume demonstrating relevant experience (**not** a performance resume)
3. PDF cover letter addressing why you are interested in this internship, what you hope to learn, and why you think you would be a strong candidate for this particular internship. Form letters will not be considered.

Submit complete applications to **Internships@CTGLA.org** and include your name and the name of the fellowship you are applying for in the subject line *(example: Jane Doe – CTG Social Media Internship Application).*

**Applications are due by 5:00pm on May 3, 2024, although an Intern may be selected prior to that time.**